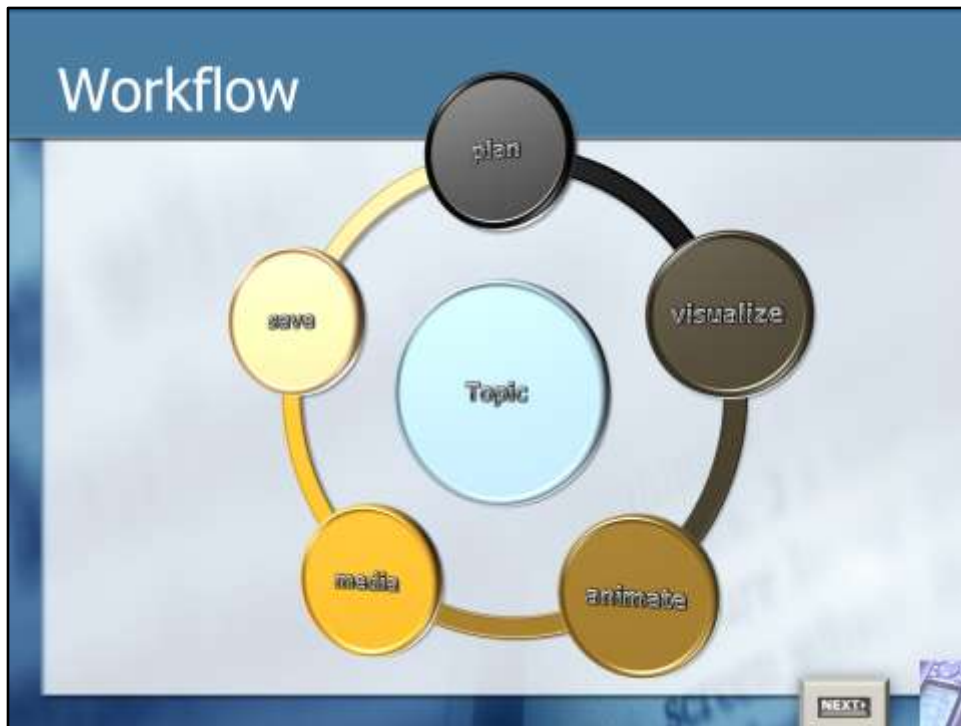




Welcome to the “Teaching with PowerPoint in Distant Education Courses” training presentation. From this page you use the next button to navigate slide by slide through the presentation or you can click on a hyperlink to go to a specific slide.



First, select a topic and build on it by gathering images, graphics and charts which support the topic. Now prepare a new folder specifically for your presentation and materials which are related to it including images, videos, and graphics.

The workflow is to produce a plan, visualize the content, use animation to enhance the topic, add media, and then to save the presentation.

# Plan the Presentation

It is a good idea to lay out a plan of your presentation ideas. Post-It notes work well because they can be rearranged to determine the best information flow.



A plan will save you TIME! Use an outline, note cards or post-it notes to prepare a plan of action.

# Guidelines

- ◆ One idea per slide.
- ◆ Use viewer friendly fonts and high contrast colors.
- ◆ Use digital images instead of clipart.
- ◆ Make it interactive.
- ◆ Use a variety of multimedia.
- ◆ Give directions.
- ◆ Provide obvious navigation.

These basic guidelines can be used as a checklist as you work on the presentation. Here are some additional tips: (KISS) keep it simple sweetie, use sans serif fonts (Arial, Tahoma, Verdana, Helvetica), use high contrast colors-themes are great! Know the reason for every animation, image, graphic on the slide.

## The Rule of 3



**Clear**

**Concise**

**Consistent**

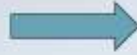
Remember, keep it simple! Always be clear, concise and consistent with colors, alignment, information and navigation.

# Visualize Concepts

Reinforce the idea being presented to the learner with images.

*Example:* Instead of text bullet points use images and text.

- **Lilies**
- **Sunset**
- **Snow**



Lilies



Sunset



Snow

NEXT

Make the paradigm shift from all text to images which support text. Add narration and teach the concept using auditory and visual learning modalities.

## Engage learners with animation.

Mt. St. Helen's



Click on the smoke to find out what happened next.



Photo's From Wikipedia, the free encyclopedia

NEXT

A simple activity can easily add interest to a lesson and link to further research.

# Include Supportive Media



Use video, audio or narration to support the concept.  
To insert a Movie or Sound: Insert>Media Clips



Learn how to add narration to slides.

**Technology Training**  
**Tutorials and Tip Sheets**  
*University Libraries*



Use a wide range of supportive information by inserting video or hyperlinks.



# Presentation Navigation

Include a next page and home button in the same location on every slide.



Easy navigation is essential. The goal is to keep technology out of the way so that you can concentrate on teaching a concept.

# Introduce the Technology

Use technology that is available to all learners. Provide hyperlinks to the required tools.

*Click the button to download the item.*

The diagram consists of a light gray circular arrow pointing clockwise. Four buttons are arranged around the circle, each with a small icon and text. The buttons are: 'Downloads' (black button with a white icon), 'Plug-in' (dark gray button with a white icon), 'Testing software' (orange button with a white icon), and 'Get ADOBE® READER®' (white button with a red icon). Below the 'Testing software' button is another white button with a red icon and the text 'Get ADOBE® FLASH® PLAYER'. A small 'NEXT' button is located at the bottom right of the slide.

Get ADOBE® READER®

Plug-in

Testing software

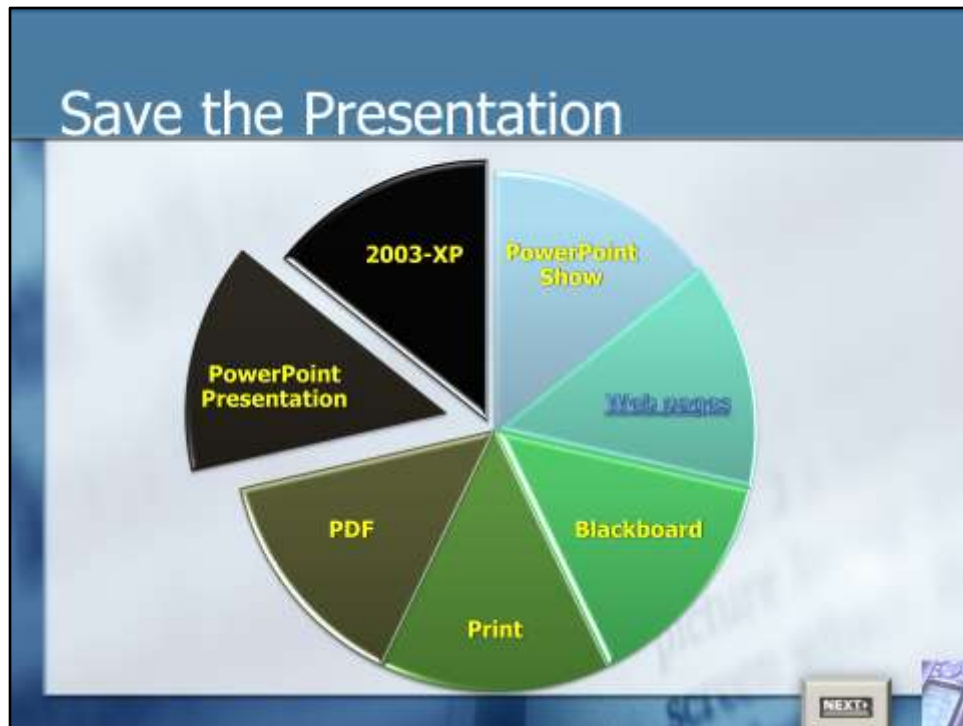
Get ADOBE® FLASH® PLAYER

NEXT

Explain the technology tools that are used in the presentation and provide hyperlinks to required readers, plug-ins etc.

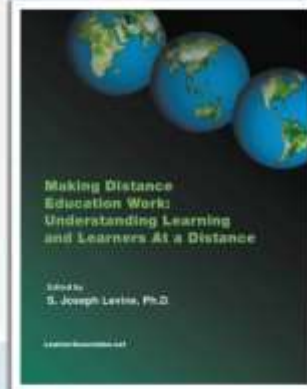
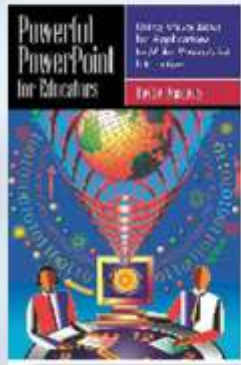


Support links are essential!



Save the presentation in different formats so that it is accessible to everyone.

# Instructor Resources



amazon.com

Purchase these books at

The information in this presentation is based on these sources.